INSTRUCTIONS TO FORM SCC636/835 –
STATEMENT OF RESIGNATION OF REGISTERED AGENT OF A CORPORATION

Filing Requirements	
File Online Today	**Paper Filing**
Visit https://cis.scc.virginia.gov to file a statement of resignation of registered agent of a Corporation in real time. **Questions?** Visit the CIS help page at https://scc.virginia.gov/pages/CIS-Help for how-to guides, answers to frequently asked questions, and helpful videos.	Download from https://scc.virginia.gov/pages/Virginia-Stock-Corporations complete, print, and mail or deliver to below address: **State Corporation Commission** **Courier Delivery Address** Clerk's Office 1300 E. Main St, 1st floor P.O. Box 1197 Richmond, VA 23219 Richmond, VA 23218-1197

The statement must be in the English language, typewritten or printed in black, legible and reproducible. The document must be presented on uniformly white, opaque paper, free of visible watermarks and background logos.

This statement can be filed online in real time by visiting our website at https://cis.scc.virginia.gov**.**

If the registered agent is a business entity, the statement must be executed in the name of the business entity by a person authorized to act on behalf of the registered agent, and the printed name and title of the person signing on behalf of the registered agent must be set forth next to the signature.

It is a Class 1 misdemeanor for any person to sign a document he or she knows is false in any material respect with intent that the document be delivered to the Commission for filing. See § 13.1-612 or 13.1-811 of the Code of Virginia.

NOTE

The agency appointment will be terminated and if so provided, the registered office discontinued, on the 31st day after the date on which the statement is filed with the Commission. See § 13.1-636, 13.1-765, 13.1-835 or 13.1-927 of the Code of Virginia.

Do not include personally identifiable information, such as a Social Security number, in a business entity document submitted to the Office of the Clerk for filing with the Commission. Information in these documents is available to the public. For more information, see Notice Regarding Personally Identifiable Information at www.scc.virginia.gov/clk.

Statement of Resignation of Registered Agent of a Corporation

_____
(name of registered agent)

hereby resigns as the registered agent for

_____.
(name of corporation)

_____
(corporation's SCC ID #)

☐   The registered office of the corporation is also discontinued.
(MARK THIS BOX IF APPLICABLE)

The above-named registered agent hereby certifies that a copy of this statement will be mailed by certified mail to the principal office of the corporation on or before the business day following the day on which this statement is filed with the Commission.

_____
(signature of individual resigning as registered agent)   (printed name)   (date)

OR

_____
(name of business entity resigning as registered agent)

By: _____
(signature)   (printed name and title)   (date)

NOTICE TO THE ABOVE-REFERENCED CORPORATION

The registered agent's resignation becomes effective on the 31st day after the date on which the Statement of Resignation is filed with the Commission. The law requires each domestic and foreign corporation authorized to transact business in Virginia to continuously maintain in Virginia a registered agent and a registered office. The corporation must appoint a new registered agent and, if appropriate, establish a new registered office on or before the effective date of the resignation by filing with the Commission a Statement of Change of Registered Office and/or Registered Agent on a form prescribed by the Commission. A Statement of Change form can be filed online in real time by visiting our website at https://cis.scc.virginia.gov. A paper Statement of Change form can also be requested on the Commission's website at http://www.scc.virginia.gov/clk/ElectronicFormRequest.aspx, or by contacting the Clerk's Office at (804) 371-9733 or toll-free in Virginia at (866) 722-2551. If the corporation fails to appoint a new registered agent and, if applicable, establish a new registered office, its existence will be automatically terminated or its certificate of authority to transact business in Virginia ultimately will be automatically revoked.